



THE OHIO STATE UNIVERSITY

Degree Audit for Students

How to Run a Degree Audit Report



Why Degree Audits?



- Degree audits are the online version of all MA, MLT, and EdS program plans beginning AU15 and beyond
- Audits will be utilized for tracking degree progress, graduation, and monitoring course substitutions
- Audits are to assist faculty to help plan your academic progress more effectively and efficiently



Go to <https://buckeyelink.osu.edu> and select “My Buckeye Link” to log into your Student Center

THE OHIO STATE UNIVERSITY

buckeyelink What would you like to do? e.g. Order a transcript

Browse Categories ▾

Sign In ▾

Getting an error on buckeyelink.osu.edu? ×

If you are seeing an error on buckeyelink.osu.edu, **please clear your browser cache and close your browser.** The issue should be resolved when you re-open the site.

File your FAFSA now through Feb. 1 ×

FAFSA is now earlier, easier and more accurate. Don't forget to fill out the **Special Scholarships Application**, too!

Thanksgiving Break: Nov. 23-25 ×

Thanksgiving Break - no classes, offices open Nov. 23.

[view all](#)

Essential Tasks

- My Buckeye Link**
Student login (former Student Center)
- Applicant Center**
Future student login
- Faculty/Staff**
Faculty, staff page
- Contact Buckeye Link**
Formerly the Student Service Center



From Student Center/Buckeye Link, select “Degree Audit”.

The screenshot displays the Student Center interface with the following sections:

- Academics**
 - My Class Schedule
 - Add a Class
 - Drop a Class
 - Grades
 - Generate Advising Report
 - My Academics
 - Schedule Planner
- Finances**
 - My Account**
 - Account Inquiry
 - Account Refund
 - Guardian Setup
 - Financial Aid**
 - View Financial Aid
 - Student Health Insurance**
 - Select/Waive Coverage
 - View Insurance Information
- Outstanding Charges**

Past Due	0.00
Due Now	0.00
Future Due	0.00
Total of Outstanding Charges	0.00

This total may not reflect recent changes to your tuition and fees, and does not deduct any pending financial aid. For an updated balance, please click on the Statement of Account link below. For an updated balance, click on Account Inquiry or Statement of Account.
- Enrollment Information**
 - Open Enrollment Dates
 - May Session Credit Eligible?
No
Spring graduates not eligible
 - May Session Credit Information
 - Schedule Planner
 - Degree Audit**
 - Enrollment Verification

A red arrow points to the **Degree Audit** link in the Enrollment Information section.

Note: This opens in a new window – make sure you allow pop-ups.




Log into the OSU Degree Audit System

OSU.EDU [Help](#) [BuckeyeLink](#) [Map](#) [Find People](#) [Webmail](#) [Search Ohio State](#)

Login Required

A login is required to access the requested service.

Ohio State Username	<input type="text" value="lastname.#"/> <small>Enter your Ohio State Username (lastname.#).</small>
Password	<input type="password"/>
Is this a private computer/device?	<input type="radio"/> Yes <input checked="" type="radio"/> No

 **VIEW SYSTEM STATUS AND MAINTENANCE**

Need Help?

[Forgot your username?](#)
[Reset your password?](#)
[Need to activate your Ohio State Username?](#)

Other questions?

[About Ohio State Usernames](#)
[About OSU Web Login](#)
[Contact IT Service Desk](#)



Once students log in, choose to run their default program in HTML or as a PDF (preferred)

Request an Audit

Select A Program

Run Current Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
GRD	EDUCST-MAEPS	MASTER OF EDUCATIONAL STUDIES: EDUCATIONAL POLICY	20154				

Run Selected Programs



To Run a HTML Degree Audit....

Request an Audit

Select A Program

Run Current Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
GRD	EDUCST-MAEPS	MASTER OF EDUCATIONAL STUDIES: EDUCATIONAL POLICY	20154				

Run Selected Program:

Choosing a degree program here will not change your declared degree program.

School:

College:

Degree Major:

Degree:

Program:

Catalog Year:

Options

Include In Progress Courses

List All

What If Courses

Run Type

Format

Make sure that “**Regular (HTML)**” is highlighted for Format before selecting Run Audit **Or...**

|



To Run a PDF Degree Audit....

Request an Audit

Select A Program

Run Current Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
GRD	EDUCST-MAEPS	MASTER OF EDUCATIONAL STUDIES: EDUCATIONAL POLICY	20154				

Run Selected Program:

Choosing a degree program here will not change your declared degree program.

School:

College:

Degree Major:

Degree:

Program:

Catalog Year:

Options

Include In Progress Courses

List All

What If Courses

Run Type

Format

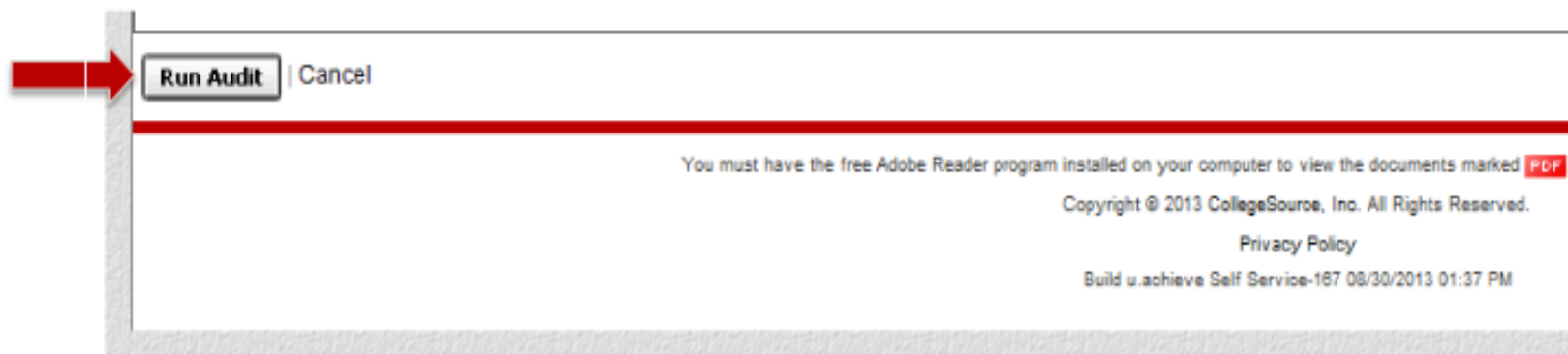
Make sure that **“PDF”** is highlighted for Format before selecting Run Audit



Run Audit | Cancel



And click the “Run Audit” button on the bottom of the page.





This audit is processing. The page might refresh several times before the audit finishes.



Loading Your Audit...

Your Audit is Loading



Your audit should load in about 5-10 seconds. Processing time may be longer during the first week or last week of the term, due to high demand.(more...)



Reading an Audit: Icons

- Icons help to indicate completion and progress status of requirements and subrequirements on the audit.
- This key can also be found in the Help files within degree audit Self Service.

HTML Version

How to Interpret Audit Results

Requirements & Subrequirements

- Unfulfilled - Not yet complete
- Complete - Currently satisfied
- In Progress - Satisfied if in-progress work is included
- Planned - Satisfied if planned coursework is included
- None - No status

PDF Version

- **OK-** Requirement **complete**
- **NO-** Requirement **not complete**
- **IP-** Requirement ***in-progress***



Select "View Audit" –HTML Version

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "New Audit" button will run a new audit report. Deleting audits removes them from this list.

New Audit

Delete

select all/select none

Program	Catalog Year	Created	Format	Run By	Type	View	Delete
EDUCST-MAEPS	20154	11/18/2016 4:36 PM	HTML	tate.205		View Audit	<input type="checkbox"/>



Reviewing Your Degree Audit- HTML Version

Audit Results Course History Applied Exceptions Markers

Audit
You are here: Audit

Categories

Hours GPA

Complete In Progress
 Unfulfilled Planned

Open All Sections Close All Sections

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

***** EDUCATIONAL STUDIES DISCLAIMER *****

THIS AUDIT MAY NOT REFLECT WAIVERS OF PROGRAMMATIC REQUIREMENTS OR COURSE SUBSTITUTIONS APPROVED BY PETITION. PLEASE CONSULT YOUR ACADEMIC ADVISOR FOR CLARIFICATION IF NECESSARY OR CONTACT THE EDUCATIONAL STUDIES DEPARTMENT AT: 614-688-4007 OR EMAIL: EDSTUDIES@OSU.EDU

EDUCATIONAL STUDIES OFFICE:
 122 RAMSEYER HALL
 29 WEST WOODRUFF AVE.
 COLUMBUS, OH 43210

You must first select "Open All Sections" to view your courses



Reviewing Your Degree Audit- HTML Version

▼ ✓ **EDUCATIONAL POLICY SPECIALIZATION (9 HOURS)**

SPECIALIZATION - COMPLETED



-Requirements have been met and complete

3 COURSES TAKEN

AU15	ESEPOL 6000	3.0	A
AU15	ESEPOL 8352	3.0	A-
SP16	ESCFE 8201	3.0	A

▼ ✓ **EDUCATIONAL POLICY ELECTIVES (12 HOURS)**

12 HOURS OF ELECTIVES - ACHIEVED



-Requirement in-progress; currently enrolled

12.00 HOURS ADDED

SP16	ESEPHL 6410	3.0	A
SU16	ESEADM 6372	3.0	A
SU16	ESEADM 6374	3.0	A
AU16	ESSPSY 7029	2.0	IP >I
AU16	PUBAFRS 6500	1.0	IP >S



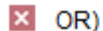
Reviewing Your Degree Audit- HTML Version

▼ ✕ EDUCATIONAL POLICY THESIS OR NON-THESIS OPTIONS



THESIS OPTION - TAKE THIS COURSE
* TAKE EDUCST 7999 OR COMPLETE THE NON-THESIS OPTION BELOW. *
** 33 TOTAL PROGRAM HOURS ARE REQUIRED. **

FROM: EDUCST 7999



NON-THESIS OPTION - COMPLETE 1 OF THE FOLLOWING:

- 1) MASTER'S EXAMINATION
- 2) ACTION RESEARCH PROJECT
- 3) COMPREHENSIVE CASE STUDY

* STUDENTS MUST REGISTER FOR A MINIMUM OF 3 HOURS DURING THE TERM THEY TAKE THE EXAMINATION OR PROJECT. *
** IN CONSULTATION WITH YOUR ADVISOR, CHOOSE THE OPTION BEST SUITED FOR YOUR EDUCATIONAL GOALS. **
*** IF THIS OPTION IS CHOSEN, AN ADVISOR EXCEPTION IS REQUIRED TO MAKE THIS REQUIREMENT COMPLETE. ***
**** 30 TOTAL PROGRAM HOURS ARE REQUIRED. ****



-Requirements not complete



To Be Cleared for Graduation, Your Degree Audit Must Read... (HTML Version)

All Requirements Completed—In-Progress Courses

Open All Sections Close All Sections



>>>>ALL REQUIREMENTS COMPLETED --- IN-PROGRESS COURSES <<<<<



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COLUMBUS, OH 43210



Students select "View Audit", then "Download PDF Audit"

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "New Audit" button will run a new audit report. Deleting audits removes them from the list.

[New Audit](#) [Delete](#)
select all/select none

Program	Catalog Year	Created	Format	Run By	Type	View	Delete
EDUCST-MAEPS	20154	09/18/2016 5:11 PM	pdf	tate.205		View Audit	<input type="checkbox"/>

You must have the free Adobe Reader program installed on your computer to view the documents marked pdf. Download the free Adobe Reader program.
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[Audit Results](#) [Course History](#) [Applied Exceptions](#) [Markers](#)

Audit
You are here: [Audit](#)

Categories

Click on any area of the graph for further detail.

Hours: 4.0

 2.0

 0.0

GPA: 4.0

 2.0

 0.0

Complete In Progress
 Unfulfilled Planned

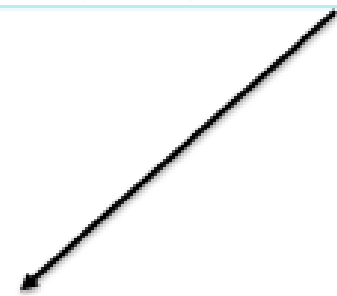


Hours

GPA

[Download PDF Audit](#)

Make sure you've installed Adobe Reader before viewing this audit.





Reviewing Your Degree Audit- PDF Version

IP EDUCATIONAL POLICY CORE REQUIREMENTS (9 HOURS)



CORE FOUNDATION - COMPLETED

Term	Course	Credits	Grade	Title
SP16	ESEADM 7359	3.0	A	

MULTICULTURAL AND HUMAN DIVERSITY - COMPLETED

Term	Course	Credits	Grade	Title
AU15	ESEADM 6360	3.0	A	

CORE RESEARCH - COMPLETED

Term	Course	Credits	Grade	Title
AU16	ESQREM 6625	3.0	IP	>I

IP: Indicates courses are “in-progress” and not yet complete.

OK EDUCATIONAL POLICY SPECIALIZATION (9 HOURS)



SPECIALIZATION - COMPLETED

3 COURSES TAKEN

Term	Course	Credits	Grade	Title
AU15	ESEPOL 6000	3.0	A	
AU15	ESEPOL 8352	3.0	A-	
SP16	ESCFE 8201	3.0	A	

OK: Requirement is complete.



Reviewing Your Degree Audit- PDF Version

NO: Requirement not complete. Exception needs to be made or student needs to enroll in missing course.

NO

EDUCATIONAL POLICY THESIS OR NON-THESIS OPTIONS

-

THESIS OPTION - TAKE THIS COURSE

* TAKE EDUCST 7999 OR COMPLETE THE NON-THESIS OPTION BELOW. *

** 33 TOTAL PROGRAM HOURS ARE REQUIRED. **

FROM: EDUCST 7999

- OR)

NON-THESIS OPTION - COMPLETE 1 OF THE FOLLOWING:

1) MASTER'S EXAMINATION

2) ACTION RESEARCH PROJECT

3) COMPREHENSIVE CASE STUDY

* STUDENTS MUST REGISTER FOR A MINIMUM OF 3 HOURS DURING THE TERM THEY TAKE THE EXAMINATION OR PROJECT. *

** IN CONSULTATION WITH YOUR ADVISOR, CHOOSE THE OPTION BEST SUITED FOR YOUR EDUCATIONAL GOALS. **

*** IF THIS OPTION IS CHOSEN, AN ADVISOR EXCEPTION IS REQUIRED TO MAKE THIS REQUIREMENT COMPLETE. ***

**** 30 TOTAL PROGRAM HOURS ARE REQUIRED. ****



Missing Coursework? Courses that don't match anywhere will fall to the 'bottom'

COURSES NOT USED IN EDUCATIONAL STUDIES REQUIREMENTS

11.00 *HOURS ADDED*

Term	Course	Credits	Grade	Title
SU16	ESEADM 6372	3.0	A	
SU16	ESEADM 6374	3.0	A	
AU16	ESSPSY 7029	2.0	IP >I	
AU16	MUSIC 7203.02	1.0	IP RP	
AU16	PUBAFRS 6500	2.0	IP >I	

*If any courses are not counting for your program, you'll want to inform your faculty advisor and student services. ***All exceptions need to be approved.***



To Be Cleared for Graduation, Your Degree Audit Must Read... (PDF Version) **All Requirements Completed—In-Progress Courses**

>>>>ALL REQUIREMENTS COMPLETED --- IN-PROGRESS COURSES <<<<<

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EDUCATIONAL STUDIES OFFICE:
122 RAMSEYER HALL
29 WEST WOODRUFF AVE.
COLUMBUS, OH 43210



Graduation Review/Clearance

- Submit graduation application online in Gradforms
- Students must print and submit their *degree audit* and *advising report* to the student services office
- The audit must have both student and faculty signatures prior to turning it into student services
- ***Advisor Review*** is the ***only*** requirement that can be *incomplete* prior to submitting your audit; ***no other missing requirements should be on your audit***
- **All course substitutions** will need to be taken care of before submitting your degree audit
- Based on graduation review/clearance, your application to graduate is either approved or denied in Gradforms



Benefits of the Degree Audit

- Access 24/7 of your program plan
- Review courses taken immediately, in-progress, and what's remaining
- Have a better understanding of time of degree completion and projected graduation
- Plan courses accordingly throughout your time at Ohio State



**Logout and close your browser to
completely exit the application**



Questions?

Contact the SSGS office at 614-688-4007 or

email at edstudies@osu.edu